

## STEP-BY-STEP USER GUIDE FOR PHYSICIANS TO COMPLETE CHANGE OF ADDRESS ONLINE – [www.breeze.ca.gov](http://www.breeze.ca.gov)

If you previously registered in the BreEZe system, enter your User ID and Password in the **Returning User** section located on the right column, click the **Sign In** button

**NOTE:** If you have never registered in the BreEZe system, please go to [http://www.mbc.ca.gov/Licensees/License\\_Renewal/Physicians\\_and\\_Surgeons.aspx](http://www.mbc.ca.gov/Licensees/License_Renewal/Physicians_and_Surgeons.aspx) and view pages 2 through 8 of the “Step-by-Step User Guide for Physicians to Renew Online”. These pages explain how to create a new user account and connect your license to that account.

**DCA BreEZe Online Services**

Welcome to the California Department of Consumer Affairs (DCA) BreEZe Online Services. BreEZe is DCA's new licensing and enforcement system and a one-stop shop for consumers, licensees and applicants! BreEZe enables consumers to verify a professional license and file a consumer complaint. Licensees and applicants can submit license applications, renew a license and change their address among other services.

- If you were registered with the DCA Online Professional Licensing services before, you will need to re-register with BreEZe.
- BreEZe only accepts credit card payments for American Express, Discover, MasterCard, and Visa.

### FOR CONSUMERS

Check Licenses and file complaints.

[Verify a LICENSE](#)[File a COMPLAINT](#)

### FOR APPLICANTS AND LICENSEES

Applicant and licensing needs are available here.  
You will need to [register](#), or use your existing user name and password

#### Returning User

Fields marked with \* are required

\* User ID:

\* Password:

[Forgot Password?](#)[Forgot User ID?](#)[Sign In](#)

#### New Users

[BreEZe Registration](#)

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Step-by-Step User Guide for Physicians to Change Address Online

Page 1

## Change of Address:

Once you have successfully logged onto the BreEZe system, you should see the **Quick Start Menu** screen.

1. On the left hand side of the screen, under the section License Activities, subsection Manage your license information, click the down arrow of the Choose Application box and select **Change of Address**. Click the **Select** button next to the option.

The screenshot displays the BreEZe system interface. At the top, the header includes the CA.GOV logo, the Department of Consumer Affairs, and the BreEZe logo. Navigation links for 'About BreEZe', 'FAQ's', and 'Help/Tutorials' are present. A 'Skip navigation' link is also visible. Below the header, a blue bar indicates the user is 'Logged in as' and provides links for 'Update Profile', 'Logout', and 'Contact Us'.

The main content area is titled 'Quick Start Menu' and includes the instruction: 'To start, choose an option, and you will return to this Quick Start menu after you have finished.' The menu is divided into three main sections:

- License Activities:** Contains two subsections. The first, 'It is time to Renew!', has a 'Physician and Surgeon' link with a 'Select' button. The second, 'Manage your license information', also has a 'Physician and Surgeon' link. Below this link is a dropdown menu currently showing 'Change of Address', and a 'Select' button to its right. A red arrow points from the instruction text to this dropdown menu.
- Additional Activities:** Contains two options: 'Add Authorized Representative' and 'License Notification Subscriptions', each with a 'Select' button. A red arrow points from the instruction text to the 'Select' button for 'License Notification Subscriptions'.
- Applications:** Contains two subsections. The first, 'Start a New Application or Take an Exam', has two dropdown menus: '<Choose Board>' and '<Choose Application>', followed by a 'Select' button. The second, 'View Application Status', lists two applications: 'Medical Board of California - Physician's and Surgeon's - Initial Application' (Status: Expired) and 'Medical Board of California - Physician's and Surgeon's Renewal' (Status: Pending), each with a 'Details' button.

At the bottom of the page, there are links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', and 'Accessibility', along with the copyright notice 'Copyright © 2013 State of California'.

## 2. Change of Address – Introduction

Read the information then proceed to the bottom of the page/screen and click the **Next** button.

The screenshot shows the 'Change of Address - Introduction' page on the CA.gov BreEZe portal. The page header includes the CA.gov logo, the Department of Consumer Affairs, and the BreEZe logo. A navigation bar at the top right contains links for 'About BreEZe', 'FAQ's', and 'Help/Tutorials'. Below the header, a blue bar indicates the user is 'Logged in as' and provides links for 'Update Profile', 'Logoff', and 'Contact Us'. The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of steps: 'Introduction' (selected), 'Information Privacy Act', 'Name and Personal/Organization Details', 'Contact Details', and 'Application Summary'. The main panel is titled 'Change of Address - Introduction' and contains the following text: 'Review the detailed instructions and information before proceeding at [http://www.mbc.ca.gov/licenses/Address\\_of\\_Record.aspx](http://www.mbc.ca.gov/licenses/Address_of_Record.aspx). California Business and Professions Code Section 2021 requires all licensees to report each and every change of address within 30 days after each change. For Online/Technical Assistance with BreEZe, contact the Medical Board of California's Help Desk: Phone: (916) 263-2205 (Monday-Friday 7:00 am PST - 5:00 pm PST, excluding holidays) For License Specific Questions, contact the Medical Board of California: Phone: (800) 633-2322 (Toll-Free) (916) 263-2382 (Monday-Friday 8:00 am PST - 5:00 pm PST, excluding holidays) Email: [webmaster@mbc.ca.gov](mailto:webmaster@mbc.ca.gov) Press "Next" to continue. Press "Cancel" to exit this application. At the bottom right of the main panel are 'Next' and 'Cancel' buttons. The footer contains links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', and 'Accessibility', along with the copyright notice 'Copyright © 2013 State of California'.

CA.GOV Department of Consumer Affairs BREZE

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Introduction

Information Privacy Act

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### Change of Address - Introduction

Review the detailed instructions and information before proceeding at [http://www.mbc.ca.gov/licenses/Address\\_of\\_Record.aspx](http://www.mbc.ca.gov/licenses/Address_of_Record.aspx).

California Business and Professions Code Section 2021 requires all licensees to report each and every change of address within 30 days after each change.

**For Online/Technical Assistance with BreEZe**, contact the Medical Board of California's Help Desk:  
Phone: (916) 263-2205 (Monday-Friday 7:00 am PST - 5:00 pm PST, excluding holidays)

**For License Specific Questions**, contact the Medical Board of California:  
Phone: (800) 633-2322 (Toll-Free)  
(916) 263-2382 (Monday-Friday 8:00 am PST - 5:00 pm PST, excluding holidays)  
Email: [webmaster@mbc.ca.gov](mailto:webmaster@mbc.ca.gov)

Press "Next" to continue.  
Press "Cancel" to exit this application.

Next Cancel

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### 3. Change of Address – Information Privacy Act

Please read the information then click the **Agree** button.

The screenshot shows the CA.gov BreEZe portal. At the top, there is a header with the CA.gov logo, the Department of Consumer Affairs, and the BreEZe logo. Navigation links for 'About BreEZe', 'FAQs', and 'Help/Tutorials' are in the top right. Below the header, a blue bar indicates the user is 'Logged in as' and provides links for 'Update Profile', 'Logoff', and 'Contact Us'. A 'Skip navigation' link is also present.

The main content area is titled 'Change of Address - Information Privacy Act'. It includes a sidebar with the following links: Introduction, Information Privacy Act (selected), Name and Personal/Organization Details, Contact Details, and Application Summary.

The main content area contains the following text:

**Change of Address - Information Privacy Act**

**NOTICE: All items in this application are mandatory; none are voluntary.**

This information is requested by the Licensing Program of the Medical Board of California. Failure to provide any of the requested information will result in the application being rejected as incomplete. The information provided will be used to verify the licensee's identification and determine your qualifications for licensing per sections 118, and 2080, et. seq. of the California Business and Professions Code, which authorizes the collection of this information.

The Licensing Program Chief is the custodian of records. Access to records by the individual to whom they pertain may be obtained under the Information Practices Act, Civil Code Section 1798.17, by contacting the custodian of records at 2005 Evergreen Street, Suite 1200, Sacramento, CA 95815, (916) 263-2389.

Press "Agree" to continue.

Press "Cancel" to exit this application.

At the bottom right of the main content area, there are two buttons: **Agree** and **Cancel**.

At the bottom of the page, there are links for [Back to Top](#), [Conditions of Use](#), [Privacy Policy](#), and [Accessibility](#), followed by the text 'Copyright © 2013 State of California'.

#### 4. Change of Address– Name and Personal Details

Verify information is correct then click the **Next** button.

The screenshot shows the BREZE application interface. At the top, there is a header with the CA.GOV logo, the Department of Consumer Affairs name, and the BREZE logo. Navigation links for 'About BreZE', 'FAQ's', and 'Help/Tutorials' are on the right. Below the header, a blue bar indicates the user is 'Logged in as' and provides links for 'Update Profile', 'Logoff', and 'Contact Us'. A 'Skip navigation' link is also present. The main content area is titled 'Change of Address - Name and Personal Details'. It includes instructions to confirm the name and buttons for 'Previous', 'Next', and 'Cancel'. A sidebar on the left contains a menu with 'Introduction', 'Information Privacy Act', 'Name and Personal/Organization Details' (highlighted), 'Contact Details', and 'Application Summary'. At the bottom, there are links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', and 'Accessibility', along with a copyright notice for 2013 State of California.

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**Change of Address - Name and Personal Details**

Confirm your name is correct as shown below. If there are any discrepancies with your name, press "Cancel" and contact the Board immediately.

Press "Previous" to go back.  
Press "Next" to continue.  
Press "Cancel" to exit this application.

First Name: JANE  
Middle Name:  
Last Name: DOE  
Name Suffix:

Previous Next Cancel

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## 5. Change of Address– Address Detail Summary

To change the Address of Record: Click the blue link, **Address of Record (Required)**

To change the Confidential Address: Click the blue link, **Confidential Address**

**NOTE:** A Confidential Address is not required unless your Address of Record is a PO Box.

Logged in as [Skip navigation](#) [Update Profile](#) | [Logoff](#) | [Contact Us](#)

**Change of Address - Address Detail Summary**

You are required to maintain an **Address of Record** with the Medical Board of California. California Business and Professions Code Section 2021 requires all licensees to report each and every change of address within 30 days after each change. **All licenses, renewals, and all other official correspondence will be sent to the Address of Record provided.**

**NOTE:** California law requires the Board to provide upon written or verbal request, the Address of Record of any licensed practitioner. The Address of Record will be released to any entity or individual who inquires and is also available to the public on the Board's website. Each licensee should carefully consider the Address of Record provided to the Board, and may wish to use an office, employer's address, or a Post Office (PO) Box as the Address of Record.

If the "Next" button below is inactive/Gray, the minimum required information has not been provided. The following address types can be edited:

- Address of Record (Required)
- Confidential Address

Phone Number and Email Address information will not be publicly disclosed.

If your Address of Record is a PO Box, you are required by law to provide the Board with a physical street address as a Confidential Address, which will not be publicly disclosed. The street address of a private mailbox service may not be used as a Confidential Address.

The following address types need to be updated to include required information. Please modify them by clicking on the links for the relevant addresses below.

- Confidential Address

Press "Next" to continue.  
Press "Add" to enter an additional address.  
Press "Cancel" to exit this application.

**License Specific Addresses**

<a href="#">Address of Record (Required)</a>	Name:	DOE, JANE
	Address:	1234 Main St ANYTOWN , CA 90000 US
	Phone Number:	916 555-6715
	E-mail:	anydoc@anydoc.com
<a href="#">Confidential Address</a>	Name:	DOE, JANE
	Address:	9876 Main St CA 95815

[Previous](#) [Next](#) [Cancel](#)

## 6. Change of Address– Maintain Contact Details

Fill in the required field (designated by red asterisks) for the **Address of Record**. Please include your telephone number and email address, which are **not public information**. Then click the **Continue** Button.

The screenshot shows a web application interface for the Department of Consumer Affairs (CA.GOV) BREZE portal. The page title is "Change of Address - Maintain Contact Details". It includes a sidebar with navigation links: Introduction, Information Privacy Act, Name and Personal/Organization Details, Contact Details (selected), and Application Summary. The main content area contains instructions: "Update your address information below. Required fields are denoted with a red asterisk (\*). Phone Number and Email Address information will not be publicly disclosed for any Address Type." It also provides instructions for "Continue" and "Back" buttons. The form fields are as follows:

Address of Record (Required)	
* Address Line 1:	1234 Main St
Address Line 2:	
Address Line 3:	
* City:	Anytown
* State:	California
* Zip Code:	00000
County:	
* Country:	United States
Phone Number:	916 555-6715
Extension:	
E-mail:	anydoc@anydoc.com
Home Number	
Cell Number	


At the bottom right of the form are "Continue" and "Cancel" buttons. The footer contains links for "Back to Top", "Conditions of Use", "Privacy Policy", and "Accessibility", along with the copyright notice "Copyright © 2013 State of California".



## 7. Change of Address– Address Detail Summary

Review the changes, then click the **Next** button.

**NOTE:** A Confidential Address is not required unless your Address of Record is a PO Box. Choose the **Add** button to add the required Confidential Address.



Department of Consumer Affairs  
**BRE7E**

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### Change of Address - Address Detail Summary

You are required to maintain an **Address of Record** with the Medical Board of California. California Business and Professions Code Section 2021 requires all licensees to report each and every change of address within 30 days after each change. **All licenses, renewals, and all other official correspondence will be sent to the Address of Record provided.**

**NOTE:** California law requires the Board to provide upon written or verbal request, the Address of Record of any licensed practitioner. The Address of Record will be released to any entity or individual who inquires and is also available to the public on the Board's website. Each licensee should carefully consider the Address of Record provided to the Board, and may wish to use an office, employer's address, or a Post Office (PO) Box as the Address of Record.

If the "Next" button below is inactive/Gray, the minimum required information has not been provided. The following address types can be edited:

- Address of Record (Required)
- Confidential Address

**Phone Number and Email Address information will not be publicly disclosed.**

**If your Address of Record is a PO Box, you are required by law to provide the Board with a physical street address as a Confidential Address, which will not be publicly disclosed. The street address of a private mailbox service may not be used as a Confidential Address.**

Press "Previous" to go back.  
Press "Next" to continue.  
Press "Add" to enter an additional address.  
Press "Cancel" to exit this application.

#### License Specific Addresses

<a href="#">Address of Record (Required)</a>	Name:	DOE, JANE
	Address:	1234 Main St Anytown , CA 00000 US
	Phone Number:	916 555-6715
	E-mail:	anydoc@anydoc.com
	Home Number	
	Cell Number	

[Previous](#) [Next](#) [Add](#) [Cancel](#)



## 8. Change of Address– Maintain Contact Details

Fill in the appropriate boxes for the **Confidential Address**. Make sure the Country field is filled in. Then click the **Continue** Button.

The screenshot shows a web application interface for the Department of Consumer Affairs (CA.GOV) BREZE portal. The page title is "Change of Address - Maintain Contact Details". It includes a sidebar with navigation links: Introduction, Information Privacy Act, Name and Personal/Organization Details, Contact Details (selected), and Application Summary. The main content area contains instructions: "Update your address information below. Required fields are denoted with a red asterisk (\*). Phone Number and Email Address information will not be publicly disclosed for any Address Type." It also provides instructions for "Continue", "Delete", and "Back" buttons. The form fields are for "Confidential Address" and include: Address Line 1 (9876 OakSt), Address Line 2, Address Line 3, City (Anytown), State (California), Zip Code (00000), County, and Country (United States). At the bottom right are buttons for "Continue", "Delete", and "Cancel". The footer includes links for "Back to Top", "Conditions of Use", "Privacy Policy", and "Accessibility", along with a copyright notice for 2013 State of California.

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### Change of Address - Maintain Contact Details

Update your address information below. Required fields are denoted with a red asterisk (\*). Phone Number and Email Address information will not be publicly disclosed for any Address Type.

Press "Continue" to save address information and return to the Address Detail Summary screen.

Press "Delete" to delete this address.

Press "Back" to discard information and return to the Address Detail Summary screen

#### Confidential Address

\* Address Line 1: 9876 OakSt

Address Line 2:

Address Line 3:

\* City: Anytown

\* State: California

\* Zip Code: 00000

County:


\* Country: United States

Continue Delete Cancel

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## 9. Change of Address– Application Summary

Verify that the address information is correct, then click the **Next** button.



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**Application Summary**

### Change of Address - Application Summary

Verify the information below. If any of the information is not correct, press "Previous" to return to the appropriate screen to make corrections.

Press "Previous" to go back.

Press "Next" to continue.

Press "Cancel" to exit this application.

**Change of Address Summary**

License Type:	Physician and Surgeon A
File Number:	118132
License Number:	000000
Application Date:	08/02/2016 (mm/dd/yyyy)

**Personal Details**

First Name:	JANE
Middle Name:	
Last Name:	DOE

**Addresses**

**License Specific Addresses**

**Address of Record (Required)**

Name:	DOE, JANE
Address:	1234 Main St Anytown, CA 00000 US
Phone Number:	916 555-6715
E-mail:	anydoc@anydoc.com
Home Number	
Cell Number	

[Previous](#) [Next](#) [Cancel](#)

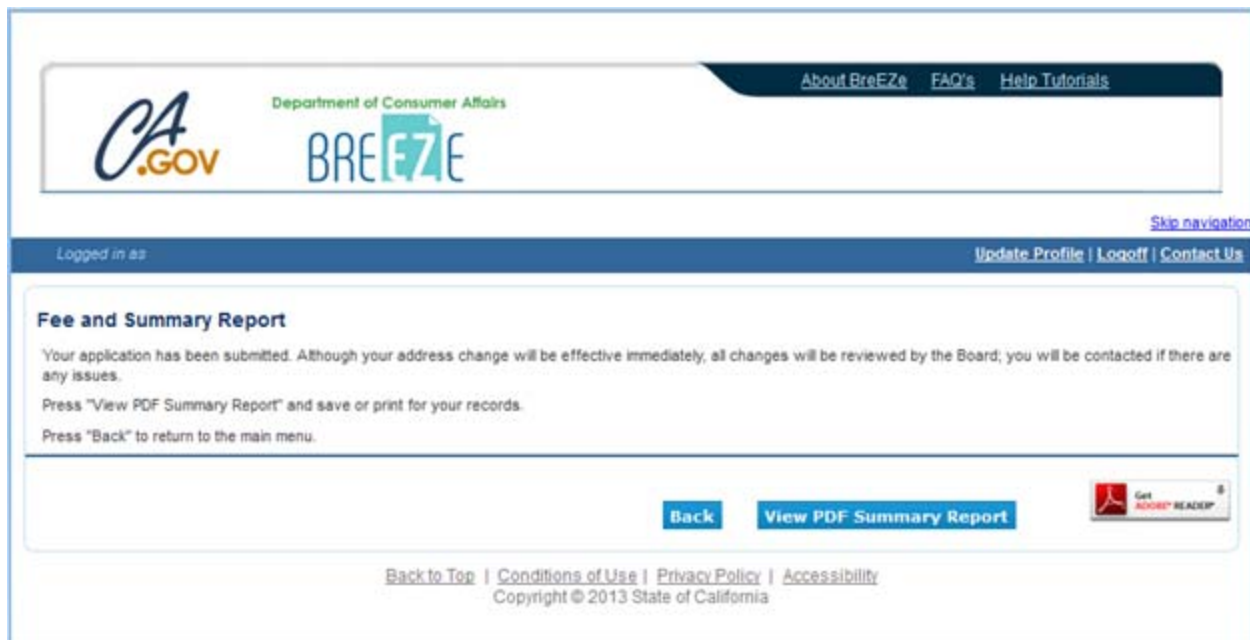
## 10. Change of Address– Attestation

Please read the information, select the **YES** radio button then click the **Submit** button.

The screenshot shows the BREZE website interface. At the top, there is a header with the CA.GOV logo, the Department of Consumer Affairs logo, and navigation links: About BreZE, FAQ's, and Help/Tutorials. Below the header, a blue bar indicates the user is logged in as [name] and provides links for Update Profile, Logoff, and Contact Us. The main content area is titled 'Change of Address - Attestation'. It includes a sidebar with a list of application steps: Introduction, Information Privacy Act, Name and Personal/Organization Details, Contact Details, and Application Summary. The main content area contains instructions: 'In order to submit your Change of Address, you must complete the attestation question below. Press "Previous" to go back. Press "Submit" to submit this application. Press "Cancel" to exit this application.' Below this is a declaration: 'I declare under the penalty of perjury under the laws of the State of California that the information contained in this application is true and correct and that I have read and understand the disclosure statements provided in the instructions for this application. I hereby grant the Department of Consumer Affairs entity permission to verify any information contained in this application.' There are two radio buttons: 'Yes' (selected) and 'No'. At the bottom right of the main content area are three buttons: Previous, Submit, and Cancel. At the very bottom of the page, there are links for Back to Top, Conditions of Use, Privacy Policy, and Accessibility, followed by the copyright notice: Copyright © 2013 State of California.

## 11. Change of Address– Fee and Summary Report

There is no fee to change your address. At this point, your address change(s) are completed. Click the **Back** button to return to the **Quick Start Menu**.



The screenshot displays the CA.gov BREZE website interface. At the top, the CA.gov logo and 'Department of Consumer Affairs' text are on the left, while 'About BreZE', 'FAQ's', and 'Help/Tutorials' links are on the right. Below this, a blue navigation bar shows 'Logged in as' on the left and 'Update Profile | Logout | Contact Us' on the right. The main content area is titled 'Fee and Summary Report' and contains the following text: 'Your application has been submitted. Although your address change will be effective immediately, all changes will be reviewed by the Board; you will be contacted if there are any issues.' It also includes instructions: 'Press "View PDF Summary Report" and save or print for your records.' and 'Press "Back" to return to the main menu.' At the bottom of the content area are two buttons: 'Back' and 'View PDF Summary Report'. To the right of these buttons is an Adobe Reader icon with the text 'Get ADOBE® READER®'. The footer contains links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', and 'Accessibility', followed by the copyright notice 'Copyright © 2013 State of California'.

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### Fee and Summary Report

Your application has been submitted. Although your address change will be effective immediately, all changes will be reviewed by the Board; you will be contacted if there are any issues.

Press "View PDF Summary Report" and save or print for your records.

Press "Back" to return to the main menu.

Back View PDF Summary Report

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